

Custodial, Labor and Trades Branch  
Skilled Trades Group  
Parking Meter Series

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**PARKING METER SERVICE WORKER***Summary*

Under general supervision, as assigned, installs, maintains and repairs parking meters; collects money from parking meter; performs related work as required.

*Typical Duties*

Inspects and assures proper operation of parking meter timing mechanisms; makes daily bank deposits of money collected from parking meters as assigned; performs preventive maintenance and minor field repair work; checks for malfunctions on meters reported by police officers and citizens and prepares report; changes time limits as assigned; covers and uncovers meters as assigned; checks for vandalized, damaged or malfunctioning parking meters; removes and installs decals on parking meter posts; repairs, removes, replaces or relocates parking meters and/or posts; operates motor vehicle.

Disassembles, inspects, removes and replace defective and worn out parts, re-assembles, calibrates and adjusts timing mechanisms to increase or decrease time allowed per coin.

Installs, maintains and repairs traffic counters; assures that traffic counter mechanism and batteries are in proper working order; checks installed traffic counters for proper operation and retrieval of traffic count data as required; maintains records and prepares reports of work performed as required.

*Minimum Qualifications*

Training and Experience: Graduation from high school or GED equivalent and two years of experience in the repair and maintenance of small mechanisms, such as clocks, coin operated machines, mechanical electro-mechanical meters and/or timing devices; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of the repair and maintenance of small mechanisms; good knowledge of the hazards and safety precautions of the trade.

Ability to learn and follow oral and/or written instructions; ability to pick up and carry heavy objects; ability to establish and maintain effective working relationships with fellow employees and the general public.

Skill in the use and care of hand tools of the trade; skill in the operation of a motor vehicle.

*Licenses and Certificates:* Texas Class "C" Driver's License of equivalent license issued by another state.

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Director of Personnel

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Department Head